

Summer Food Service Program

CNP Web Tutorial

Teaching and Learning Support
Child Nutrition Programs
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
(907) 465-4788
(907) 465-8910

Please note our database is frequently modified by our contractor so the screen prints that you see in this tutorial may not match exactly what you see on your screen. If you have questions you may contact CNP for guidance.

Bookmark the following URL address for EED Child Nutrition Programs webpage:

https://cnsonline.alaska.gov/cnpweb/

Use this to access the CNP Web Login



Child Nutrition Programs

Division of Teaching and Learning Support



Type in your User ID and Password. CNP will provide you with these via email once you have filled out the CNP Web User Authorization Request.

ONLY New Sponsors or Returning Sponsors who have forgot their username and password need to complete a CNP Web User Authorization Request.

Returning Sponsors/users will use the same username and password from the previous year.



Child Nutrition Programs

Division of Teaching and Learning Support



Click on the BLUE puzzle piece to enter the SFSP Database

Click on a puzzle piece above for the Child Nutrition Prog

Exit Web Site

After reading this message, click on the "Continue" button at the bottom of the page

Welcome to the Summer Food Service Program (SFSP)

Click here to be directed to the SFSP Website View the most current SFSP Bulletin:

USDA SFSP Policy Memos: Date Issued: 12/7/2015 SFSP 10-2016 Disclosure Requirements for the Child Nutrition Programs SFSP 09-2016 Guidance on Competitive Procurement Standards for Program 11/13/2015 Operators SFSP 08-2016 Summer Food Service Program Questions and Answers 11/12/2015 SFSP 07-2016 Local Foods and Related Activities in Summer Meal Programs, with 11/12/2015 Questions and Answers SFSP 06-2016 Promoting Nutrition in Summer Meal Programs, with Best 11/12/2015 Practices SFSP 05-2016 Meal Service Requirements in the Summer Meal Programs, with 11/12/2015 SFSP 04-2016 Local Agency Procurement Reviews SY2015-2016 11/9/2015 SFSP 03-2016 Procurement Standards and Resource Management Requirements 11/6/2015 related to Franchise Agreements SFSP 02-2016 Questions and Answers on the Transition to and Implementation of 10/30/2015 SFSP 01-2016 Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition 10/22/2015 Programs

Please read the Welcome Page each time you access the database as it will contain important program updates.

Scroll down to the bottom and click on continue to enter the database.

Department of Education
rly Development

Summer Food Service Program

Programs Logoff

Accounting Maintenance Reports Resources

Program Year: 2016

If you have any questions or need assistance please contact:

Select the program year you wish to add/update. *Note* you can view prior year's program information and claims but 5DO NOT edit any prior year information.

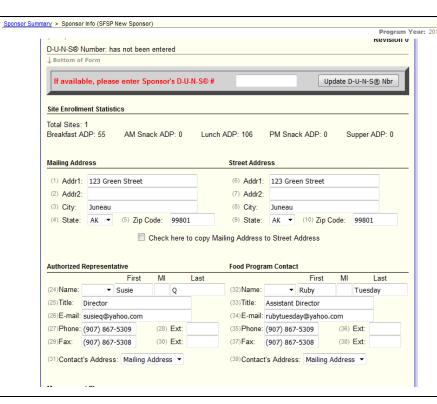
Program Year Selection Program Begin Date Program End Date Program Yea 2003 October 1, 2002 September 30, 2003 October 1, 2003 September 30, 2004 October 1, 2004 September 30, 2005 2005 2006 October 1, 2005 September 30, 2006 October 1, 2006 September 30, 2007 September 30, 2008 2008 October 1, 2007 2009 October 1, 2008 September 30, 2009 2010 October 1, 2009 September 30, 2010 2011 October 1 2010 September 30, 2011 October 1, 2011 September 30, 2012 2013 October 1, 2012 September 30, 2013 <u>2014</u> October 1, 2013 September 30, 2014 2015 October 1, 2014 September 30, 2015 2016 October 1, 2015 September 30, 2016

CP Web Alaska Department of Education **Summer Food Service Program** ions Advances Accounting Maintenance Reports Reso Program Year: 2009 Sponsor: 000-SFSP New Sponsor SFSP New Sponsor (000) **Sponsor Summary** Item Req On-Line Forms Description Status * Sponsor Information Sheet 2 🔅 Sponsor Budget Form Incomplete 0 of 1 3 * Site Information Sheet Incomplete ↑Top of Form

This is the next screen you will see. Notice the tabs packet, applications, claims, payments and users. Click on the one you want and it will darken as the other stay light.

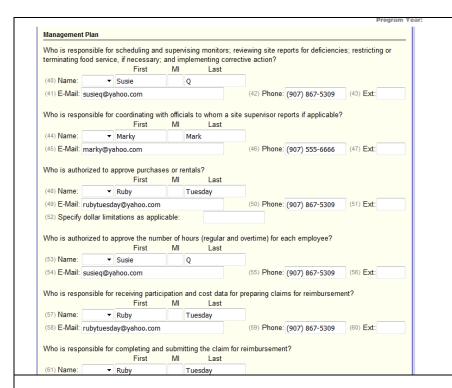


Click on the applications tab to add/update your sponsor info, sponsor budget, and site info sheets. The sponsor sheet and sites from prior year will come forward into new year. You will need to click the "Add" toggle to update your sponsor information sheet.



Review your addresses and contact information, update as necessary. If any information on your sponsor or site applications changes during the course of the program, please update the CNP Web immediately.

Please note the DUNS number requirement at the top of the page. All SFSP Sponsors receiving federal funds through the program MUST register with Dunn & Bradstreet to receive a 9-digit DUNS number. Applications will be incomplete until this process is complete.



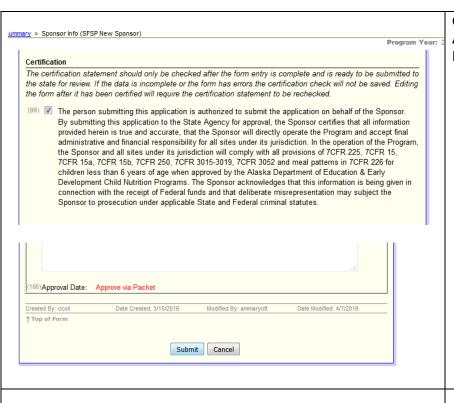
Management Plan: please answer questions 40-64 as they pertain to your organization. The Management Plan questions outline the administrative staff that are responsible for certain program operations.

	ulisible lui	First	ning se Ml	essions for applica Last	ant organization pei	sonnel?	
(65) Name:	_	Susie		Q			
(66) E-Mail :	susieq@ya	ahoo.com			(67) Phone: (90	7) 867-5309	(68) Ext:
(69) Name:	_	First Ruby	MI	Last Tuesday			
. ,				2001	(71) Phone: (90	7) 867-5309	(72) Ext:
(70) E-Mail :	rubytuesd	Ruby		2001	(71) Phone: (90	7) 867-5309 (C) Session	
(70) E-Mail :	rubytuesd	Ruby ay@yahoo.com aining sessions		Tuesday			

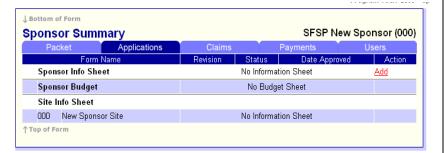
Enter the Training information for your organization.

*All Administrative and Site staff must be trained prior to the start of program operations. If new administrative or site staff are hired after the initial training sessions have been conducted, an additional training will be need to be provided for them.

-				Complete the General Information section
-	Private Non-Profit Organization	Sponsor Type: Private - No	on-Profit	questions 75-87.
	pes the applicant organization provide any ong			
	the community? i.e., public education, recrea	ation, family counseling, etc.		All questions MUST be answered in order
(77) If Yes , please descri	be the nature of the service:			for an application to be approved.
	pes the organization currently or has it previou SDA programs administered by the Alaska De		<u>.dl</u>	
(79) If Yes, check all that National School Summer Food S Special Milk Pro	Lunch Program Child and Service Program School E	d Adult Care Food Program Breakfast Program		
se or	as the applicant organization ever been termin iriously deficient in its operation of the Summi any other Child Nutrition Program? ter explaining the circumstances to EED)			
(81) (81) Yes (81) No I o	ertify, by submission of this Sponsor Informat or its principals are presently debarred, susper	nded, proposed for debarment,	sor	
by	clared ineligible, or voluntarily excluded from any Federal department or agency. If I am ur this certification, I will submit an explanation	nable to certify to any of the state	ements	
endor/Food Service Mar	agement Company and Contract Informati	ion	* * * * * * * * * * * * * * * * * * *	Complete the Vendor/FSMC information
	a Vendor or Food Service Management (section IF it applies to your food service.
	complete information for each Vendor/FSI	MC the Sponsor contracts with	h.	Sponsors that do not use a Vendor or FSMC
Type	ice Management Company 1:			to supply their meals do not need to
School/School Di	strict Vendor ▼			complete this section.
Name (A)	Address (B)		State (D) Zip (E)	
Juneau School Di			AK ▼ 99801	
Contact Name (F		Phone Extension (H)		
Harry Potter Contract Begin Da	(907) 565-4444 te (I) Contract End Date (J)	Contract Amount (K)		
5/20/2016	8/31/2016	55000		
Add Lines Click	there to enter information for each addition	onal Vendor/FSMC the Sponso	or contracts with	
Advances				Complete the Advances section IF your
(89) • Yes • No	s) is/are advance payment(s) requested? The selected:	organization must operate the S	FSP 10 or more	Complete the Advances section IF your program needs an advance for any of the months it will be operational.
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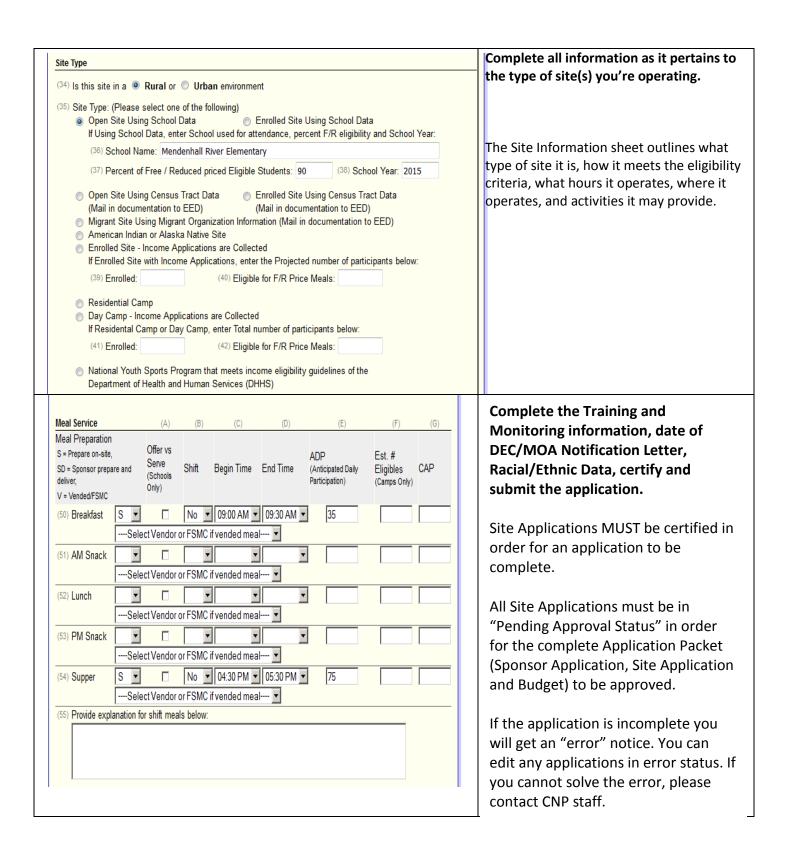
Certify and Submit your Sponsor Application. Only information that has been submitted can be saved.

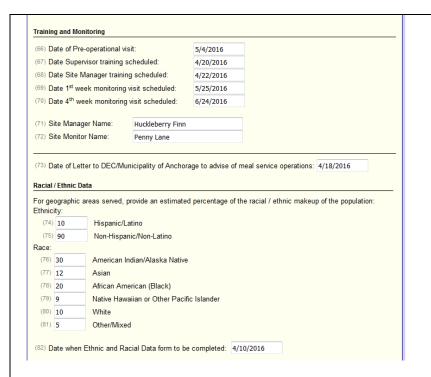


Once you have added the Sponsor Info Sheet it will allow you to add the Sponsor Budget and Site Info Sheet(s). The Sponsor Budget sheet is waived for School Sponsors only, all other sponsors need to complete a sponsor budget.

SFSP		Alaska Dept of Education & Early Developme				
	mation Sheet	SFSP New Sponsor (0				
New Spo (000)	nsor Site	2015-2016 Program Y Pending Submiss Revisio				
↓ Bottom of	Form	Revisio				
Mailing Add	ress	Street Address				
(1) Addr1:	333 Sandy Beach Lane	(6) Addr1: 333 Sandy Beach Lane				
(2) Addr2:		(7) Addr2:				
(3) City:	Juneau	(8) City: Juneau				
(4) State:	AK ▼ (5) Zip Code: 99801	(9) State: AK ▼ (10) Zip Code: 99801				
Site Superv	.,	lailing Address to Street Address Site Monitor				
	First MI Last	First MI Last				
(18) Name :	▼ Huckleberry Finn	(26)Name: ▼ Penny Lane				
(19)Title:	Director	(27)Title: Food Service Director				
(20) E-mail :	huckfinn@yahoo.com	28) E-mail: pennylane@yahoo.com				

Review all information in the body of the Site Information Sheet and change as necessary. If changes happen after the initial data entry please make these changes as soon as possible.





Certification

The certification statement should only be checked after the form entry is complete and is ready to be submitted to the state for review. If the data is incomplete or the form has errors the certification check will not be saved. Editing the form after it has been certified will require the certification statement to be rechecked.

(83) The person submitting this information sheet is authorized to submit the information on behalf of the Sponsor. By submitting this information to the State Agency for approval, the Sponsor certifies that all information provided herein is true and accurate, that the site has been visited to ensure it has the capability and the facilities to provide the meal service planned for the number of children anticipated to be served. The Sponsor acknowledges that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject the Sponsor to prosecution under applicable State and Federal criminal statutes.





Complete the Sponsor Budget. The Sponsor Budget must capture all estimated administrative and operating expenses. Click the submit button when your budget is complete.

Program payments are not based on the budget, it just shows the State agency how you plan to spend your reimbursement. If you spend all your reimbursement on food and labor, those are the only things that you may need to include in your budget.

Please refer to the Budget outline and description for more detailed budget information.



Once you clicked on submit at the bottom of each page for the Sponsor Info Sheet, Budget, and Site Info Sheet(s) you will notice the status of Pending Submission on the Applications tab.

↓ Bottom of Form							
Sponsor Summary SFSP New Sponsor (000)							
	Pack	et Applications Activity Claims	Payments Users				
Item	Req	On-Line Forms Description	Count/Date Sta		tatus		
1	*	Sponsor Information Sheet	Pending S		Submission		
2	*	Sponsor Budget Form		Pending	Submission		
3	*	Site Information Sheet	1 of 1	Pending	Submission		
ltem	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete		
4		2016 SFSP Income Eligibility Packet					
5		CNPweb User Authorization Request and Signatory Authority (New Users Only)					
6		Public Release & Policy on Free Meals for Camps & Enrolled Sites					

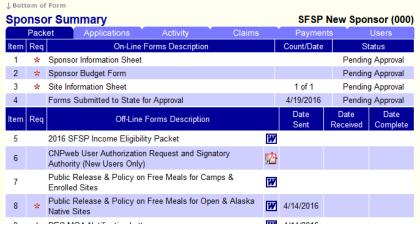
Go to the Packet Tab to see the status of the rest of your required paper documents and online application.

The applications will be in "Pending Submission" status until you've submitted the required downloadable documents with a red asterisk next to them and have entered the submission dates next to each required document. You will update this information by clicking on "Click here to Update Dates on Off-Line Forms."

Once you've submitted all required off-line forms with dates of submission, you will be able to submit the entire packet for pending approval by checking the box at the bottom of the screen that says "Click here and click on the "Submit" button below to submit forms to the State for Approval."



The State can only approve applications when they're in "Pending Approval" status.



Once you have completed the previous step you will see that the status changed from Pending Submission to Pending Approval.

You are not finished with the application process until you send in the required paper documents/off-line forms.

Once the State has approved the online portion of the application process you will see the status on the Packet Tab reads "approved".

If you have any problems or questions during the online application process, please contact Summer Food Service Program Staff:

Cyde Coil SFSP Education Program Assistant (907) 465-4696 cyde.coil@alaska.gov

-OR-

Alicia Maryott SFSP Program Specialist (907) 465-4788 alicia.maryott@alaska.gov